

Approved For Release 2004/03/12 : CIA-RDP80M00165A001900150014-4

DD/A Registry

77-2572

Exec AD/ASST

77-46931A

18 MAY 1977

Justice
21 Apr 77

MEMORANDUM FOR: The Honorable Griffin B. Bell
Attorney General
Department of Justice
Washington, D.C. 20530

ATTENTION : J. Phillip Jordan
Special Assistant to the Attorney General

SUBJECT : Presidential Request for Inventory of Lawyers

REFERENCE : Memo from SA/AG dtd 21 April 1977. Same Subject

1. In compliance with the instructions stated in referent memorandum, submitted herewith is the requested inventory report on full-time permanent attorneys employed by the Central Intelligence Agency as of 9 April 1977.

2. If any further information is needed to satisfy this request, please contact Mr. F. W. M. Janney, Director of Personnel, [redacted]

/s/ Stansfield Turner [redacted]

STANSFIELD TURNER
Admiral, U.S. Navy

Att: Inventory Report on CIA Attorneys

Distribution:

- 0 - Addressee
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - GC
- 1 - LC
- 1 - DDA
- 1 - D/Pers
- 2 - DD/Pers/P&C
- 2 - PMCD

(EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION)

Originator: [redacted]

Director of Personnel

5 MAY 1977

[redacted] (5 May 1977)

CENTRAL INTELLIGENCE AGENCY
ATTORNEY INVENTORY

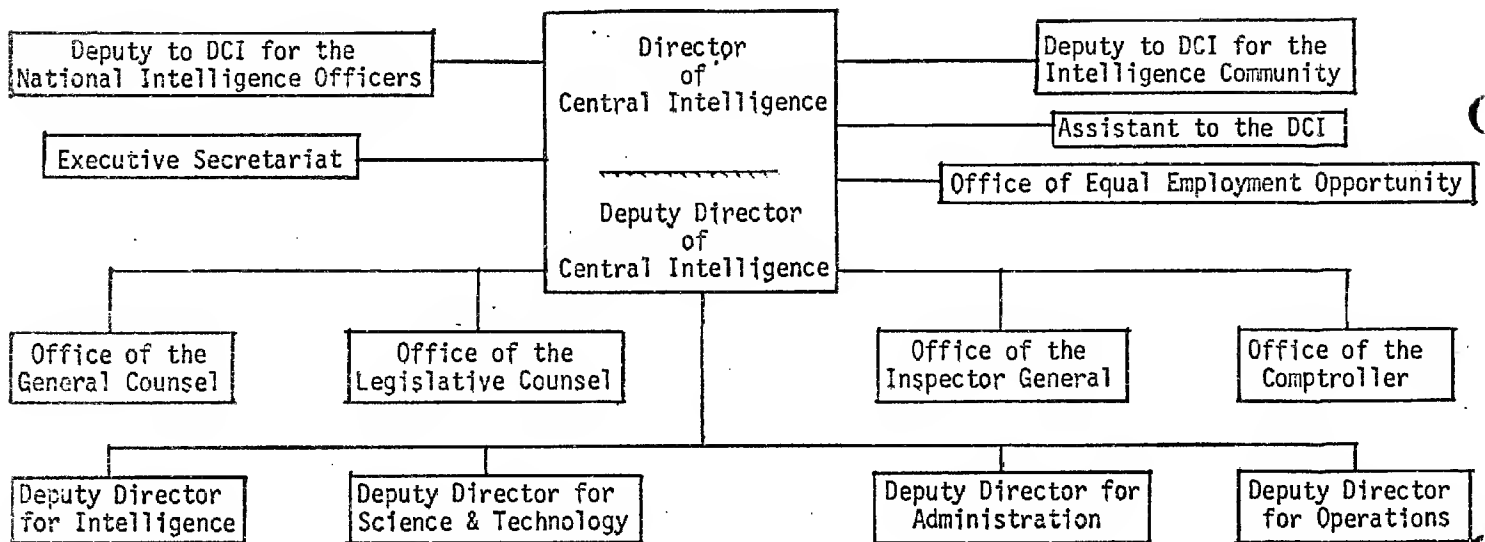
As of 9 April 1977, the Central Intelligence Agency employed [] full-time permanent attorneys and one full-time permanent Paralegal Specialist performing lawyer-like functions.

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STAT Of the [] attorneys, [] are responsible for supervising or performing professional legal work involving such functions as the conduct of civil and criminal litigation, the study and analysis of the legal aspects of the Agency's official business, the preparation and rendering of legal briefs, instruments, decisions or opinions bearing on such business, and the control of all non-congressional liaison outside the Agency relating to legal matters. A Paralegal Specialist (950 Series) also performs the above functions, and his occupational series will be changed to 905 as he was recently admitted to the bar. []

STAT [] attorneys are responsible for supervising or performing professional legal work involving the review of new, proposed and existing legislation, determining need for, and drafting legislative proposals, and controlling Agency liaison with the Congress. []

STAT [] attorneys are responsible for handling all legal matters relating to special projects.



ACTIVE FULL-TIME CIA ATTORNEYS AS OF PAY PERIOD 08, 1977
ENDING 9 APRIL 1977

Office of the Director

Office of the General Counsel

Departmental

Office of the Chief

Operations and Management Law Division

Logistics and Procurement Law Division

General Law Division

FOI and Privacy Law Division

U.S. Field

TOTAL

Office of Legislative Counsel

Office of Deputy Director for Administration

Office of the Deputy Director

GRAND TOTAL

*Includes one Paralegal Specialist

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FUNCTIONS
OF
FULL-TIME ATTORNEYS
AT THE
CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE GENERAL COUNSEL

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Office of the Chief

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(1) The General Counsel serves as the principal advisor to the Director of Central Intelligence on all legal matters, in addition to directing and coordinating all legal functions relating to the official business of the Agency, excluding legislative matters which require liaison with the Congress.

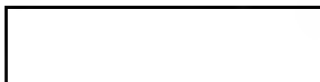
(2) The Deputy General Counsel shares responsibility with the General Counsel for the management of the legal program in support of the official business of the Agency, and in the absence of the General Counsel, assumes full responsibility and authority for all legal activities.

(3) Two Special Assistants are responsible for managing major criminal and civil litigation when assigned by the General Counsel. Major criminal litigation usually involves such matters as violations of espionage statutes and the Munitions Control or Neutrality Acts. Major civil litigation involves suits directed against present or former officials of the Agency, and may involve substantial damage claims against the Agency. Perform special assignments as directed by the General Counsel or the Deputy General Counsel.

(4) One Special Assistant to the General Counsel is responsible for managing legal matters dealing with the Directorate of Operations' narcotics intelligence activities, certain aspects of technical operations and on matters concerning the Foreign Assistance Act of 1961 as amended.

Operations and Management Law Division

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The attorneys in this division are responsible for reviewing and rendering opinions and decisions on the legal aspects of intelligence collection activities. The attorneys are also responsible for researching and advising on legal problems and questions relating to personnel, finance and tax matters, claims, use of cleared attorneys, jury duty and the rights and responsibilities of witnesses.

Logistics and Procurement Law Division

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[REDACTED]

The attorneys in this division are responsible for reviewing and determining the legality of all Agency contracts for the procurement of supplies and equipment. The attorneys are also responsible for providing advice on the legal aspects of world-wide logistical support systems including procurement, supply management, real estate and transportation. In this regard, the attorneys are held accountable for ensuring that Agency logistics policies and procedures comply with Federal law, particularly as they relate to real estate, patents, customs, and environmental impact.

General Law Division

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[REDACTED]

The attorneys in this division are responsible for rendering legal opinions and decisions relative to the authorities vested in the Director of Central Intelligence that pertain to a myriad of both Agency and Intelligence Community activities, interests and responsibilities. The legal determinations are frequently based on the application of constitutional, international and criminal laws. In addition, the attorneys provide legal support to the Intelligence Community Staff by drafting proposed legislation, determining the legality of regulations on Community-wide matters, and establishing the legal parameters of inter-

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FOI and Privacy Law Division

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[REDACTED]

The attorneys in this division are responsible for handling all litigation brought against the Agency under the Freedom of Information Act (FOIA) and the Privacy Act, as well as litigation involving claims for alleged violations of the constitutional rights of American citizens. The litigation process involves the drafting of legal briefs, affidavits, responses to written interrogatories, appeals memoranda, and litigation strategy, in addition to providing counsel to Agency witnesses in oral depositions and during trial proceedings. The attorneys are also responsible for preparing legal instruments in connection with appeals under the FOIA and Privacy Act, and for providing legal counsel to Agency officials and employees relative to both acts.

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OFFICE OF LEGISLATIVE COUNSEL




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(1) The Legislative Counsel serves as the principal advisor to the Director of Central Intelligence on all legislative matters that involve liaison with the Congress. Also directs and coordinates the legislative and congressional liaison program in support of Agency activities. This involves responsibility for: (a) conducting and controlling Agency liaison with the members, committees and staffs of the Congress on legislation affecting the Agency, (b) coordinating Agency responses to congressional requests for information and assistance, (c) analyzing and evaluating new, existing and proposed legislation, (d) drafting legislative proposals that are in the best interest of the Agency, and (e) conducting and arranging briefings of key congressional and staff personnel on intelligence information falling within their respective areas of purview or interest.

(2) The Deputy Legislative Counsel shares responsibility with the Legislative Counsel for managing the legislative and congressional liaison program of the Agency. Also assumes full responsibility and authority for all legislative activities in the absence of the Legislative Counsel.

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(3)  responsible for: (a) preparing and coordinating legislative proposals pertaining to a broad spectrum of intelligence and administrative activities, (b) eliciting and reconciling conflicting comments from senior officials and preparing the official CIA critique on legislation proposed by other Federal agencies, (c) arranging the intelligence briefing and debriefing of congressional members, (d) serving as an intermediary between Agency components and congressional committees on the exchange of information of interest to both parties, and (e) analyzing legislative proposals to determine whether such proposals are in the best interest of the Agency and for presenting and defending such proposals before congressional committees and advising on the legal implications of new, existing and proposed legislation, drafting legislative proposals, and recommending Agency action on the interpretation or enactment of legislation.

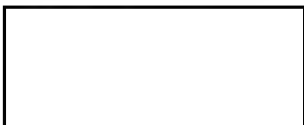
OFFICE OF DEPUTY DIRECTOR FOR ADMINISTRATION

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Office of the Deputy Director

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responsible for ensuring that all legal requirements

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are met during the phased liquidation of a special project.

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Next 59 Page(s) In Document Exempt

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